



**Livestock and Seed Program
Audit, Review, and Compliance Branch
Quality System Audit Report**

AUDIT INFORMATION

Applicant Name:	Centre for Systems Integration
Est. Number:	N/A
Physical Address:	240 Catherine St., Suite 200; Ottawa, Ontario, Canada K2P2G8
Mailing Address:	Same
Contact & Title:	Jennifer Scott, Certification Director
E-mail Address:	csi-east@storm.ca
Phone Number:	519-675-0169
Auditor(s):	Martin Friesenhahn
Program:	USDA National Organic Program (NOP)
Audit Date(s):	February 21, 23-24, 2006
Audit Identifier:	NP6052BBA
Action Required:	Yes
Audit Type:	Annual Update
Audit Objective:	To verify continued compliance of the company's information to the audit criteria.
Audit Criteria:	<ul style="list-style-type: none">• <i>7 CFR Part 205.510, National Organic Program; Final Rule, dated December 21, 2000, Amended November 03, 2003</i>
Audit Scope:	Centre for Systems Integration 2005 NOP Annual Report
Location(s) Audited:	Desk

The organic certification is now being conducted under the name “Centre for Systems Integration”, a division of Canadian Seed Institute. The Centre for Systems Integration (CSI) submitted their 2005 NOP Annual Update via e-mail dated September 27, 2005, and additional documents via mail. The NOP Update documents were received by the auditor on October 14, 2005. The majority of the NOP update documents referenced in the September 27, 2005, e-mail and in the ARC 1025C Checklist were not received by the auditor and therefore not reviewed. The documents listed in the e-mail that were not received are listed below.

The following information was provided for the audit:

- **Fee schedule:** (Not received, see below).
- **Annual Program Review:** (Not received, see below).
- **Performance Evaluations:** (Not received, see below).
- **Conflict of Interest Disclosure Reports:** None submitted (See NP6052BBA.NC1).
- **Current Certification Activities:** (Not received, see below).



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- **Certification Files (inspection reports and certification evaluation documents):** 6 files submitted (3 crop and 3 processors).
- **Changes to Program:**
 - The organic certification is now being conducted under the name “Centre for Systems Integration”, a division of Canadian Seed Institute.
 - Added two new inspectors (Monique Scholz and Garry Lean).
- **Other Submissions (Received):**
 - Amendments to by-laws, letters of patent registration of the name “Centre for Systems Integration”, a division of the Canadian Seed Institute.
 - CSI Internal procedure RR03-3-1 Organic Review - dated June 8, 2005.
 - CSI AUD-SWI 3.1.1 – Monitoring and Auditing CSI Accredited Assessment Bodies, Accredited Assessors and Recognized Organic Inspectors – dated September 22, 2005.
 - Resumes for two new inspectors (Monique Scholz and Garry Lean).
 - Estimated number of operations anticipated to be certified annually (20 crop and 20 handling operations).
 - Agenda from organic program training session – (September 12, 2005)

Documents Referenced in September 27, 2005 e-mail and ARC 1025C Checklist as submitted with the update (Not received by auditor):

- The CSI QA Manual, QM 1.0.0, and six appendices (flowcharts).
- CSI AUD-QSP 3.1.0 – Application for Accreditation as a CSI Assessment Body and/or a CSI Assessor or Recognition as a CSI Organic Inspector.
- CSI AUD-QSP 3.2.0 – Organizing and Conducting a Quality System Assessment.
- CSI ORG-QSP 10.1.0 – Application for Organic Certification of Farms and Processors/Handlers.
- CSI ORG-SWI 10.1.1 – Organic Farm and Processor/Handler Inspection and Monitoring Program.
- CSI Privacy Code.
- Minutes from November 15, 2004 Board Meeting (organic program review).
- Summary report of performance evaluations (inspectors highlighted in yellow).
- Current Board of Directors List.
- Current Organic Inspector List.
- Current List of Certified Operations.

FINDINGS

Procedures and records reviewed verified that CSI is currently operating in compliance to the requirements of the audit criteria, except as identified in the non-compliances. One major non-compliance and one minor non-compliance were identified during the review.



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NP6052BBA.NC1 – Major – NOP § 205.510(a)(1) requires “A complete and accurate update of information submitted pursuant to §§ 205.503 and 205.504” and 205.510(a)(4) requires “The results of the most recent performance evaluations and annual program review...”

- a) 205.504(c)(2) – *No annual conflict of interest disclosure reports were submitted for persons who review applications, conduct on-site inspections, review certification documents, evaluate qualifications for certification, make recommendations or certification decisions, and for responsibly connected parties. It was listed in the update that the Conflict of interest declaration (Appendix XI of AUD-QSP 3.1.0) is on file in the office for all current staff, inspectors and board members.*
- b) 205.504(d)(1) – *The list of all production and handling operations currently certified by CSI was not submitted with the annual update to the auditor (Listed as submitted with documents for NOP Update on September 27, 2005).*
- c) 205.510(a)(4) – *The most recent performance evaluations were not submitted with the annual update to the auditor (Listed as submitted with documents for NOP Update on September 27, 2005).*
- d) 205.510(a)(4) – *The annual program review was not submitted with the annual update to the auditor (Listed as submitted with documents for NOP Update on September 27, 2005).*

NP6052BBA.NC2 - Minor - –NOP §205.404(b)(2) states, “The certifying agent must issue a certificate of organic operation which specifies the effective date of certification.” *The CSI NOP certificate (Marshall Farms) did not include the effective date that the operation was first certified to the NOP.*